

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: P/W Development Engineering Coordinator

Revision Date: 08/06  
EEO Function: Streets/Hiways  
EEO Category: Professional  
Status: Non-Exempt  
Control No: 30501

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, performs civil engineering functions regarding capital improvements, transportation design, storm water systems, and civil engineering functions regarding residential and commercial development review.

III. Essential Duties

- Technical support and planning for capital improvements designs and transportation needs of the City.
- Coordinate engineering review for all residential and commercial development.
- Answer engineering related questions pertaining to proposed and existing developments.
- Attend weekly development review meetings.
- Review site plans, subdivision plats, grading plans, and geotechnical reports. Assist in reviews of street plan/profiles.
- Calculate fees and bonds for all new development. Coordinate all activities as related to development bonds, including: receiving, tracking, and releasing of the bonds.
- Review residential home placement/grading plans for 30% slope issues, grading, retaining walls and other general engineering requirements.
- Review requests for business licenses and make recommendations as related to engineering issues to the Business Licensing Division.
- Performs Computer Aided Design (CAD).
- Maintain department and office paperwork and reports
- Act as general project manager for assigned projects.
- Respond to citizen complaints pertaining to city operations.
- Perform paperwork related to contract preparation, change orders, and disclosures.

IV. Marginal Duties

- Deal with phone calls and walk-in public.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelors degree in Civil Engineering or related field. Valid Utah Driver's License required.

**Experience:** Entry level engineering position, one year work experience dealing with customer relations, may substitute any equivalent combination of education or experience.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** General principles of civil engineering, computer operations; variety of City ordinances regarding subdivisions, zoning, hillside, water, and traffic control devices, survey methods, etc.

**Responsibility for:** Correct judgement, non compliant design, or the approval thereof could be the cause of accidents bringing injury and death to citizens as well as legal action against the City; great responsibility for the care, condition, and use of materials, equipment, money, and tools.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of a ROLM telephone, City vehicle, computer, and printer; frequent use of survey equipment and Auto CAD.

**Analytical Ability:** Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Great mental effort is required daily; a constant amount of seeing is required; constant talking and hearing is necessary to deal with the public, employees, and other City personnel; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime; frequent field work and exposure to traffic and construction site hazards; frequent wet and/or humid conditions; frequent exposure to excessive noise and/or vibration.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.